

IQAC
Berhampore Girls' College
Minutes of the online meeting held on 17.02.2021
Online Platform: Google Meet
Duration: 7.30 pm – 10.00 pm

Agenda

1. Confirmation of the proceedings of the previous meeting.
2. To review the applications of five teaching faculty members - Dr. Sutapa Mukhopadhyay, Dr. Gopa Barman, Arundhati Mukherjee, Bhaskar Mahanayak and Dr. Mamani Saha for Career Advancement Scheme (CAS) promotions.
3. Discussion on previous meeting's pending agendas.
4. Miscellaneous.

Members Present:

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| 1. Dr. Hena Sinha | : Principal, Berhampore Girls' College, Chairperson |
| 2. Dr. Sagar Kumar Dutta | : Assoc. Prof., Dept. of Physics, IQAC Coordinator |
| 3. Dr. Khaybar Ali Miah | : Assoc. Prof., Dept. of Political Science |
| 4. Dr. Tiya Rani Hazra | : Assoc. Prof., Dept. of Philosophy |
| 5. Sri Bhaskar Mahanayak | : Asst. Prof., Dept. of Zoology |
| 6. Smt. Subhasree Chakraborty | : Assoc. Prof., Dept. of Economics |
| 7. Dr. Anup Kumar Karak | : Asst. Prof., Dept. of Mathematics |
| 8. Dr. Partha Sarathi Guha | : Asst. Prof., Dept. of English |
| 9. Dr. Smritiratan Tripathy | : Asst. Prof., Dept. of Physiology |
| 10. Dr. Soumik Mondal | : Asst. Prof., Dept. of Chemistry |
| 11. Smt. Sumana Upadhyay | : Senior Administrative Officer |
| 12. Sri Amit Kumar Maitra | : Senior Administrative Officer |
| 13. Sri Naba Kumar Pal | : Senior Administrative Officer |
| 14. Sri Nilambar Jha | : Senior Administrative Officer |
| 15. Sri Pritwish Mukherjee | : Senior Administrative Officer |

The meeting was chaired by the Principal Dr. Hena Sinha.

Minutes of the last meeting was (15.12.2020) confirmed with following deliberations:

After review of the applications of five teaching faculty members - Dr. Sutapa Mukhopadhyay, Dr. Gopa Barman, Arundhati Mukherjee, Bhaskar Mahanayak and Dr. Mamani Saha for Career Advancement Scheme (CAS) promotions by IQAC coordinator Dr. Sagar Kumar Dutta and CAS coordinator Prof. Subhasree Chakraborty, their appraisals were approved to be placed before the Governing Body for further processing.

As advised by Dr. Khaybar Ali Miah, decision was taken to consult NAAC expert Prof. Apurba Ratan Ghosh (Burdhwan University) and follow his advice for preparation of NAAC visit. Principal suggested that a meeting to be arranged at the College between Prof. Apurba Ratan Ghosh and the staff members of the College.

IQAC coordinator Dr. Sagar Kumar Dutta shared the distribution of work among the IQAC members for the preparation of AQAR 2019-20. Sri Bhaskar Mahanayak said that workload to be evenly distributed between the internal members.

Coordinator informed that some of the departments have failed to submit their departmental-input in preparation of AQAR. Dr. Smritiratan Tripathy suggested that departments failing to submit their data should be barred from receiving grants from the College.

It was proposed that a draft of the feedback questionnaires to be prepared by the IQAC members.

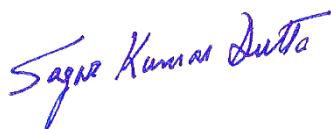
A record of teaching days should be kept separately in the College Office was proposed by Smt. Subhasree Chakraborty.

Smt. Subhasree Chakraborty presented the modified draft of Institution Research Grant with certain helpful inputs provided by Dr. Smritiratan Tripathy. A proposal was extended to set up a fund of Rs. 2 Lakh to initially finance two projects from Arts and Science departments also maintaining a flexibility in the allotment number of projects. This research grant was named as Berhampore Girls' College Research Grant.

The meeting ended with a vote of thanks to the chair.

Action taken Report

- Papers of five faculty members awaiting CAS promotions were forwarded for final processing.
- Prof. Apurba Ratan Ghosh was contacted and he acted as the resource person of a online workshop on NAAC preparation.
- A clear written work distribution for internal IQAC members were posted in the IQAC WhatsApp group.
- Draft copy of feedback was posted by Sri Bhaskar Mahanayak in the IQAC WhatsApp Group.
- Office Head Clerk was instructed by Principal to maintain a separate register for record of the Teaching days.
- The final drafted copy of the Berhampore Girls' College Research Grant was forwarded to Finance Committee for approval.



IQAC Coordinator



IQAC Chairperson